

JOB DESCRIPTION

JOB TITLE: Sr. Family Support Worker/Home Visitor

GRADE: 10

JOB CODE: 2221

DATE: 02-19-03

GENERAL FUNCTIONS: Under the direction of the Program Coordinator and/or Supervisor will be responsible for initiating and maintaining regular and long term contact and provide support to first time voluntary parents during the prenatal period and extending up to but not inclusive of the child's second birthday. The secondary-level incumbent would participate in on the job training programs to extend knowledge of parenting skill development while building on the existing strengths of the family and to empower families to make their own decisions while remaining non-judgmental, flexible, and respecting the values and beliefs of the communities and families they serve. The responsibilities include home visitations that may take place in the client's home or another community site if justified, that include (a) monitoring of the child's, mother's, and family's progress by making referrals to community resources; tracking appointments to ensure they are being kept; performing follow-up services as identified; and performing periodic evaluations of the participants' changing needs, (b) preparation and maintenance of case records which shall be documented with contacts, services needed, reports, and progress, (c) Consultations, and (d) Crisis assistance.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Conduct initial home visit following Parent Visitor Survey/Assessment with first time parent/s and or families (eligible, voluntary participant) to establish rapport and planning for providing services as qualified by the provider.

Provide regular planned visits to establish a trusting relationship for voluntary eligible HANDS participant/s and to assist, first time parent/s and/or families with child development, parenting skills, health services and other needed resources identified at assessment or during visits.

Facilitate families in securing prenatal/child health services, referrals, and appointments with other supportive agencies such as; resource centers, health providers, schools, Head Start, and family preservation services.

Document accurately in the case record each contact, progress, service need on the home visit log; and completes reports as required.

Maintain confidentiality of program information obtained from home visit/s and exchanged while communicating with community and support service providers.

Ongoing or periodic conferences with the Program Coordinator and/or Supervisor for cases that involve collaboration with other service providers.

JOB TITLE: Sr. Family Support Worker/Home Visitor (continued) **JOB CODE:** 2221

Maintain weighted caseload of 30 (*Goal: 3-4 completed home visits per day*)

Respond and answer inquiries from eligible HANDS participants, community agencies, support service providers and the general public regarding the HANDS program (eligibility, services provided, procedures to participate, etc.)

Attend case conference, in service trainings and supervisory sessions as required by program protocol.

Maintain a close relationship with community resources/agencies by collaborating and becoming informed about the services provided that support the families such as health department programs (i.e. Prenatal program, First Steps, etc.), resource centers, health providers, schools, etc.

Facilitates the developmental assessment of the target child as scheduled and participates in appropriate referrals as indicated.

Advocates for the nurturing parent-child interaction environment.

SUPERVISION RECEIVED: General supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and is available to answer questions as necessary. Mandatory supervisory sessions *1 ½ hours per week*.

SUPERVISION EXERCISED: none

JOB SPECIFICATIONS:

Knowledge

Working knowledge of grammar, spelling, and punctuation used to maintain alphabetical, numerical, and subject filing systems, reports, record keeping, etc.

Established knowledge of time concept and accountability

Good knowledge of the program areas assigned, community resources, departmental routine, interviewing and data collection techniques, record keeping, and confidentiality concerning client records

Demonstrates knowledge of normal child growth and development in relation to positive parent child interactions

Skill

Trained to recognize specific needs and problem areas of the families and to refer to appropriate community resources

JOB TITLE: Sr. Family Support Worker/Home Visitor (continued) **JOB CODE:** 2221

Trained to administer CPR as necessary

Ability

Ability to operate personal computer

Ability to operate a motor vehicle

Displays ability to work under stress to meet schedule deadlines

Demonstrates ability to perform duties in various work environments within private homes and various weather conditions

Demonstrates ability to deal courteously and communicate effectively with children, teens and their families, employees and the general public supplying program information and direction in a clear, concise manner

Displays ability to provide emotional support, encouragement, and to motivate diverse children, teens and families in a culturally appropriate, non-judgmental and sensitive manner to participate in service programs while maintaining personal/programmatic boundaries with those receiving services

On the job-training requirement needed to advance:

HANDS home visitor core training (Must be completed before family contact can occur)

HANDS wrap-around required training (Specific topical areas checklist)

CPR Certification

Growing Great Kids Curriculum Training

Expanded working knowledge of geographic area and or ability to locate participants and community resources with use of maps, contacts, and directions provided

Minimum Education, Training, and Experience Requirements: High School Diploma or GED. An employee may be considered for this classification based on the following:

- 1.) The employee has satisfactorily completed all the required HANDS program training in a time period not to exceed 24 months from date of appointment as a Family Support Worker/Home Visitor.

AND

JOB TITLE: Sr. Family Support Worker/Home Visitor (continued) **JOB CODE:** 2221

- 2.) The employee, through supervisory evaluation, demonstrates the requisite knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

Must be 18 years of age

Must have telephone accessibility

Must have reliable transportation and valid Drivers License

Criminal Records Check

The intent of this job description is to provide a representative summary of duties and responsibly that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.